

## RECORDS MANAGEMENT PROGRAM

# RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF INSPECTOR GENERAL



1. RCS 12.03-75 (OIG portion) is superseded by RCS 07-76 approved by NARS effective  
2. RCS 12.03-75 (EEO portion) is superseded by RCS 10-76 approved by NARS effective

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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule #12.03-75 For the Office of the Inspector General (including the Director of Equal Employment Opportunity) is approved and implementation of the disposition instructions contained therein is authorized. This revision supersedes Records Control Schedule #12.03-69.

Preparation:

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OIG Records Management Officer

CONCURRENCE:

AT

Inspector General

Review:

7 Jan 75  
Records Administration Branch

APPROVED:

CIA Records Management Officer

Date

16 April 1975

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
Office of the Inspector General		Administrative	78-00487A000100070007-9	12.03-75
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE	
Donald F. Chamberlain, Inspector General		19 September 1969	x 16 April '75	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
1	1	SUBJECT FILE  a. Consists of substantive correspondence, reports, memoranda and other papers reflecting policy, procedures and decisions pertaining to the functions assigned to the Inspector General. Filed by subject.  b. Transitory and administrative material	1.5  1.0	Permanent. Disposal not authorized. Cut off annually; hold one year then transfer to the Records Center records if no longer needed for current operational reference.  Temporary. Destroy material when a year old.
2	2	SURVEY REPORTS  Reports of inspections conducted by the Staff and recommendations for improvements on proper assignment of functions and missions, methods and procedures of performance by components, or other areas where surveys are deemed necessary. Filed by Agency component. Discontinued as of June 1973.	.5	Permanent. Disposal not authorized. Hold one year then transfer to the Records Center in annual blocks.
3	3	INDIVIDUAL CASE FILES  a. Consist of documents accumulated in investigating complaints, suggestions, or problems of individuals which are brought to attention of the IG. Filed numerically by case number. Potential cases filed alphabetically.  b. Previous item eliminated.	1.5	Temporary. Transfer inactive cases to the Records Center at end of each year. Hold in Records Center 10 years from date of retirement then return to the IG for review and disposal.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
		Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070007-9		
4	4	CASE FILES INDICES  a. A 3 x 5 card file used as a control and index. Maintained alphabetically and cross referenced to numerical file.  b. Log book used for assigning numbers to case files and as a quick reference to the files.	.5  .1	Temporary. Retain indefinitely in current files area. Destroy card 3 years after case file is destroyed.  Temporary. Destroy pages when no longer needed for reference purposes.
5	5	SPECIAL STUDIES  Reports and evaluations following investigations and studies of various Agency programs as Career Service, CT Program, etc. Filed by subject.	1.5	Permanent. Disposal not authorized. Transfer to Records Center at end of each year if no longer used for current reference.
6	6	WORKING FILES  These are working drafts of surveys and material related to investigation or survey. Each staff member maintains his own files. (Discontinued as of June 1973)		Temporary. Destroy 6 months after survey completed.
7	7	COMMUNICATION CONTROL FILES  a. Top Secret Log. Maintained for control of top secret documents.  b. Log maintained chronologically on classified documents.  c. Log used for recording receipt and disposition of personnel folders referred to the staff for consideration or review.  d. Document Receipts. Retained signed copies for material transmitted outside the office.	.5  .1  .1  .1	Temporary. Destroy 10 Years after documents downgraded, transferred out of control point, or destroyed.  Temporary. Destroy after two years. Cut off file at end of each calendar year; retain for 2 years then destroy.  Temporary. Destroy quarterly after folders have been returned to sender.  Temporary. Destroy after 2 years.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILE IDENTIFICATION	CLASSIFICATION / INTERNAL USE ONLY	VOLUME	DISPOSITION INSTRUCTIONS
		Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070007-9			
8	8	e. Courier Receipts. Office copy of receipts signed by courier when material picked up for delivery.		.1	Temporary. Destroy when 3 months old.
		ADMINISTRATIVE FILES			
		These are forms, correspondence and memoranda reflecting admin support functions within the Office of the IG. Specifically activities as Travel, Budget, Personnel, Security, etc. Files used for admin purposes and are duplicates of those maintained in the Admin Office of the DCI who has the primary responsibility for admin functions. Filed by Subject.		.5	Temporary. Review file at end of each year and destroy material having no current value.
9	9	<div style="border: 1px solid black; height: 15px; width: 100px;"></div>			
		No longer received on Staff			
10	10	IG CORRESPONDENCE FILE			
		Outgoing correspondence prepared by the IG covering decisions and matters that are not completely duplicated in the permanent Subject Files.			Permanent. Disposal not authorized. Transfer to the Records Center at the end of current IG's tour of duty.
11	11	REGULATIONS FILES			
		Extra copies of all Agency Regulations and Notices used by the Staff for reference purposes. (The Regulations Control Branch is the office of record, maintains the record set and control over certain issuance and issued sets.)			Temporary. Return controlled items to the Regulations Control Branch when superseded or when no longer needed. Destroy uncontrolled superseded items upon receipt of revisions according to accompanying disposition instructions.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100070007-9

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
Office of the Inspector General, Director of Equal Employment Opportunity		Unclassified	8-00487A000100070007-9	12.03-75
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE	
Thomas Holmes, Director of Equal Employment Opportunity		CONCURRENCE	15 April 1975	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VC (CU. FT.)	DISPOSITION INSTRUCTIONS
New Office Schedule	1	SUBJECT FILE  Consists of substantive correspondence, reports, memoranda, and other papers reflecting policy, procedures, and decisions pertaining to the functions assigned the Director of Equal Employment Opportunity. Chrono files not completely duplicated in subject files which also contain policy and decisions. Filed by subject and chronologically.		Permanent. Disposal not Authorized. Cut off annually; hold in current file area one year; then transfer to Records Center.
	2	EQUAL EMPLOYMENT OPPORTUNITY CASE FILES  Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service. Filed Numerically.  a. Cases resolved within agency of origin.  b. Background documents		Temporary. Hold in current files area until no longer needed; then transfer to Records Center. Destroy 7 years after final adjustment. (GRS 1-27)  Temporary. Hold in current files area until no longer needed; then transfer to Records Center. Destroy 3 years after final adjustment. GRS 1-27)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	2	(continued)  c. Potential EEO Cases	Approved For Release 2005/11/24 : CIA-RDP78-00487A000100070007-9 Unclassified		Temporary. Transfer closed cases to the Records Center at the end of each year. Hold in Records Center 7 years from date of retirement then return to the EEO for review and disposal. (GRS 1-27)
	3	CASE FILES INDICES  a. A 3x5 card file used as a control and index. Maintained alphabetically and cross reference to numerical file.  b. Log book used for assigning number to case file and as quick reference to the files.	Approved For Release 2005/11/24 : CIA-RDP78-00487A000100070007-9 Unclassified		Temporary. Retain indefinitely in current file area. Destroy card 3 years after case file is destroyed.  Temporary. Destroy pages when no longer needed for reference.